



**Indiana Board of Firefighting Personnel Standards and Education**  
**SAFETY OFFICER**  
**NFPA 1521, 2008 Edition**  
**Revised 10/14/2010**



## **Safety Officer Certification Program**

### **Practical Skills & Exercise Drills Requirements**

The Safety Officer certification for the State has practical skills and exercises that are required to be completed per NFPA 1521 for State certification. This document is a guide for completion of the practical skills and exercises of the Safety Officer course. There are five exercises and a final practical exam. The students shall complete all of the exercises and final practical exam prior to taking the state written exam for state certification. The Instructor shall conduct training on the skills, demonstrate the skill and allow the students to practice the skills before assigning the exercises. The exercises completed by the student, reviewed in class, and submitted to the Instructor for review. The Instructor will evaluate the student's work and then return the work to the student. The student shall place completed work in their departmental training record. All forms should be filled out completely and accurately. Students get two attempts to successfully complete each exercise. If student fails to complete exercises, after second attempt the student shall repeat instruction for the exercise and successfully complete the exercises in order to be eligible for the final written examination.

#### **Course materials**

Materials used for the course include;

- NFA Incident Safety Officer, Health and Safety Officer Course materials (PowerPoint Presentations, Instructor Guide, videos, and Student Manual)
- FEMA 75.5a student applications if the National Fire Academy course curriculum is used for the course (Students shall complete two applications, one for each NFA course) (ISO and HSO course)
- IFSTA Fire Department Safety Officer, First Edition
- Student's departmental policies and procedures (brought to class by the student)
- Departmental Risk Management Plan (from the student's fire department and brought to class by the student)
- Copy of NFPA 1521 (Students need to provide their own copies)
- Students are suggested to obtain a copy of NFPA 1500 for further information.
- Students will download Safety Officer Practical Exam Resources located at <http://www.in.gov/dhs/3108.htm>
  - OSHA 300 and 301 forms
  - PowerPoint presentation on OSHA regulations
  - NFIRS Guidance manual
  - NFIRS form 5 "Firefighter's Casualty Report"
  - Exercises and practical skill exam PowerPoint presentation
  - Incident Safety Plan form (for final practical exam)
  - PowerPoint presentation for exercise 1 title "Identifying Safety and Health Related Issues"
  - "Meadowood" video and investigation report (PDF file)

## Course Objective

This course is to prepare participants to demonstrate, through exercises and final exam, an understanding of the duties, responsibilities, and capabilities of an effective Safety Officer in the fire service.

## Instructors and Evaluators

Each Skill Test presented within this Skill Packet is based upon Job Performance Requirements identified by The National Fire Protection Agency and approved by the Indiana Board of Firefighting Personnel Standards and Education. An Instructor II/III who is serving as the Lead Instructor and/or Lead Evaluator are mandated to ensure the Evaluation and Testing Results satisfy the Job Performance Requirement as described by the standard.

## Exercise Drills

### Title: Identifying Safety and Health Related Issues

### Exercise #1

**Standard:** NFPA 1521 4.2.2 2009 Edition, The Health and Safety Officer shall have and maintain a knowledge of NFPA 1500, Standard on Fire Department Occupation Safety and Health Program, and other current applicable laws, codes, and standards regulating occupational safety and health to the fire service.

**Purpose:** The students shall be able to identify safety and health related issues from fire service related incidents (given photos and video clips in pre-course assignment)

**Instructor Instructions:** The Instructor shall collect from each student at the beginning of the course their completed list of identified safety issues from the photos in the pre-course exercise presentation. The Instructor shall review the work using the grading form provided in the packet. The student shall identify the safety issue in the ten photos presented in the PowerPoint Presentation titled “Identifying Safety and Health Related Issues.” Each student shall complete each item listed on the grading form before the exercise is marked completed for the student.

**Student Instruction:** Students shall complete this pre-course exercise on their own, prior to the start of the course. Students shall submit safety issues in each of the ten photos and explain why they are issues. Student will turn in their work at the start of the first class. Student may include references or resources that address the issues. The photos are in the PowerPoint presentation titled “Identifying Safety and Health Related Issues.” Student shall be able to submit work electronically or electronically printed out to the Instructor.

### Material Needed:

PowerPoint presentation “Identifying Safety and Health Related Issues”

**Standard:** NFPA 1521 5.1.1 2009 Edition, The Health and Safety Officer shall be involved in the development, implementation, and management of the official written risk management plan.

**Purpose:** The student is able to identify safety hazards in the firehouse and develop a Risk Management Plan to address the safety issues. The Risk management Plan that is developed could be used as an official departmental document.

**Instructor Instructions:** This exercise shall be assigned once the course material has been discussed. Students shall complete this report on their own time. Instructors shall set the time when the students must submit their work. The students shall receive appropriate amount of time to complete the exercise. Instructor shall grade the student's work using the Exercise #2 Evaluation form.

**Student Instructions:** The students shall develop a "Risk Management Plan" for their fire department. The student shall collect information from their own fire department for the plan. Information shall include student's departmental policies, procedures, and injury and accident reports for the past three years. The Risk Management Plan shall cover firehouse operations only. All hazards and safety issues shall be addressed in the plan. This shall include floor hazards, proper lighting, and equipment placing. The plan shall be developed so that it can be submitted to the department as a usable plan.

The plan shall include:

- Risk identification; for operations at the firehouse of their fire department. List potential problems and safety issues.
- Risk evaluation; evaluate each item listed in the risk identification process using the following two questions.
  - What is the potential frequency of occurrence?
  - What are the potential severity and expense of its occurrence?
- Risk control; determine which control should be implemented and documented.
- Risk management monitoring and follow-up; set procedures for monitoring and evaluating plan.

Student's report setup

- Material is to be electronically submitted to the Instructor either by email or data transmitting instrument. .
- Material is to be setup as an official departmental document. (Departmental letterhead)

The students shall develop a "Risk Management Plan" for their fire department.

**Materials Needed:**

Exercise 2 (PDF file)

Student's department Risk Management Plan (If available)

Student's department policies and procedures

Student's department data on accidents and injuries for three (3) years.

**Standard:** NFPA 1521 5.6.2 2009 Edition The Health and Safety Officer shall identify and analyze health and safety hazards and shall develop corrective actions to deal with those hazards.

**Purpose:** Students to determine the best course of action for addressing safety issues in the fire service from analyzing past departmental injury and accident reports.

**Instructor Instruction:** This exercise shall be assigned to the student to perform on their own time. . Instructors shall set the time when the students must submit their work. The students shall receive appropriate amount of time to complete the exercise. The instructor shall use the Exercise #3 evaluation form to grade the students work.

**Student Instruction:** The student shall analyze scenarios and make recommendations involving accidents, injuries, illnesses, fatalities, and exposures. Students shall analyze the information contained in the scenario and employee accident reports, form 104. Determine the best course of action to take that will assist in the prevention of further injuries.

The Post Incident Analyze shall include:

- Cost/benefit analysis – Is based upon the relationship between the effort (cost) and the result (benefit).
- Process analysis – Involves looking at each step in the process and determining the best way to accomplish it.
- Policy analysis – Is utilized when current policies are analyzed for effectiveness and enforcement.
- Needs analysis – Conducted to determine the type of service that an organization is currently delivering and compare them to the services that the community desires.
- Risk analysis – Determine the likelihood of an event occurring. The risks defined in terms of type, location, frequency, and severity.

Once analysis is completed, the student shall prepare a memo to their chief providing the following information.

The memo shall contain the following findings from the Post Incident Analyze:

Any recurring problem resulting in injury

Any action recommendations to prevent future injuries.

Student's report:

- The material is submitted electronically to the Instructor, either by email or data transmitting instrument.
- Material is to be setup as an official departmental document directed to their Fire Chief.

**Materials Needed:**

Exercise #3 (PDF file)

Student's department policies and procedures

Student's department Risk Management Plan

**Standard:** NFPA 1521 5.6.1 2009 Edition, The Health and Safety Officer shall manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases in accordance with chapter 6 of NFPA 1500.

**Purpose:** The successful completion of NFIRS Firefighter Casualty Report form from a given scenario by the students.

**Instructor Instruction:** This exercise shall be assigned to student to perform out of class. Students will need to have copies of the National Fire Incident Reporting System (NFIRS) forms and guidebook to complete this exercise. Instructor shall grade the student's work using the Exercise #4 Evaluation form.

**Student Instructions:** The student will complete a NFIRS form 5, Firefighter Casualty Report from the information provided for this drill. Students shall be able to find codes in the NFIRS's Guidebook and their fire department's documents. All sections on the form shall be addressed. Students shall turn the completed form into the Instructor. The instructor checks accuracy and completion of the forms.

**Materials Needed:**

Exercise #4 file

NFIRS Guidebook

NFIRS #5 form

**Standard:** NFPA 1521 5.6.1 2009 Edition, The Health and Safety Officer shall manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases in accordance with chapter 6 of NFPA 1500.

**Purpose:** The successful completion of OSHA 300a and 301 forms from a given injury report by the students.

**Instructor Instruction:** This exercise can be performed during class after reviewing the OSHA record keeping program. Students shall fill out the forms and turn them in to be graded by the Instructor. The completed forms can be reviewed by the class after they are graded. Instructor shall grade the student's work using the Exercise #5 Evaluation form.

**Student Instruction:** Students shall complete the exercise after the student has reviewed the OSHA record keeping rules material. The students shall complete OSHA form 300, 300a, and 301 from the information provided by the Instructor for this skill. The Instructor shall review the documents in classroom on completion, accuracy, and understanding of the form.

**Materials Needed:**

Exercise #5 file

OSHA Record Keeping Rule (PowerPoint)

OSHA forms (Excel file)

OSHA Record Keeping forms (PDF)

**Standard:** NFPA 1521 4.2.2 2009 Edition, The Health and Safety Officer shall have and maintain a knowledge of NFPA 1500, Standard on Fire Department Occupation Safety and Health Program, and other current applicable laws, codes, and standards regulating occupational safety and health to the fire service.

**Purpose:** The students shall be able to identify safety and health related issues from fire service related incidents (given video)

**Instructor Instructions:** The Instructor shall show the Meadowood video in class to the students. Once students have completed their incident safety plan, students will hand forms in for review by the instructor. Students shall review the written report after viewing the video. Students can review the report while waiting on instructor to grade their work. Once completed the students shall list five safety issues that do not follow their department's policies and procedures. They shall include why it is a safety issue and how they would correct the issues per their department's policies and procedures. Students shall discuss safety issues and completed forms as a group.

**Student Instruction:** Students shall review the written report after viewing the video and completing the incident safety plan. Students shall view the Meadowood video in class. The Loudoun County Fire Department released the video as a training tool for the fire service. Students shall complete an incident safety plan for the incident and list five safety issues from the video and report on the incident. The instructor shall grade the student's work and return work to students. The class shall discuss the video and review the questions.

**Questions to answered by the student using their department's SOP and SOG's**

1. Student shall complete the Incident Safety Plan for the Meadowood incident.
2. Students shall list five (5) safety issues from the Meadowood incident that does not follow their department's SOP and SOG's.  
Explain why
3. As the safety officer, what steps would be taken to correct the safety issues listed in question #2.

**Material Needed:**

Exercise #6 file

Video presentation "Meadowood"

Meadowood Investigation Report (PDF file)

**Standard:** NFPA 1521 3.3.28 2009 Edition, *Incident Safety Plan*, Hazard control strategies developed by the Incident Safety Officer to address the incident action plan and the type of incident encountered.

**Purpose:** The successful completion of gathering information from a given incident and completing the Incident Safety Plan for an incident involving a structure fire. The student should be able to pull the appropriate incident information to complete their Incident Safety Plan.

**Evaluator Instruction:** The Evaluator shall provide copies of the Incident Safety Plan forms to each student. The students will view the PowerPoint presentation. The students will complete the forms while observing the presentation. Evaluator will collect all forms and evaluate the students' work. Students may not use any reference material or talk during the exam. The Evaluator shall evaluate the student's performance using the Final Practical Evaluation form.

**Student Instruction:** The final practical skill completed at the end of the course and prior to the state written exam. Students must complete all exercises prior to completing the final practical exam. The final practical skill exam is completing a "Structure Fire Incident Safety Plan" from the scenario and information present in the PowerPoint Presentation. The practical exam is performed in the classroom in front of the Lead Evaluator or Evaluator. Students are issued the forms to fill out and notepaper to use prior to starting the PowerPoint presentation. Each PowerPoint slide will be viewed no longer than 2 minutes each, and the students shall have 5 minutes after the end of the presentation to complete the plans. There shall be no discussion during the presentation and students are to work alone on the report. The Evaluator collects the reports at the end of time. Instructors may discuss the incident after all students have passed the exam.

**Note:** Students will fail the exam if they do not complete the incident safety plan.

**Materials Needed:**

Final practical skills file

Final practical skills exam PowerPoint

Incident Safety Plan forms

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**Exercises and Practical Skill Exam Check off Form**

The Instructor shall sign off on the exercises, and the Lead Evaluator shall sign off on the Final Practical Skill Exam. The Evaluator's check sheet needs to be completed and placed in their departmental training files. The check sheet is located at the end of this document.





# DIVISION OF TRAINING

## SAFETY OFFICER PRACTICAL SKILL EVALUATION CHECK SHEET



Student Name (Last, First, MI)		PSID number	
Fire Department / Agency		Exam date	
Course Location		IDHS Course Number	

EXERCISES	PERFORMANCE OBJECTIVE	Date	Completed	Instructor Signature
Identifying safety issues	NFPA 1521 4.2.2 2009 Edition			
Risk Management Plan	NFPA 1521 5.1.1 2009 Edition			
Accident Investigations and Review (1)	NFPA 1521 5.6.2 2009 Edition			
Complete NFIRS – form 5	NFPA 1521 5.6.1 2009 Edition			
Complete OSHA 300 & 301 forms	NFPA 1521 5.6.1 2009 Edition			
Meadowood Video Review	NFPA 1521 4.2.2 2009 Edition			
PRACTICAL SKILL	PERFORMANCE OBJECTIVE	Date	Completed	Evaluator Signature
Incident Safety Plan	NFPA 1521 3.3.28 2009 Edition			

This check off sheet is intended to be used as a record of a student's performance of each skill listed and its associated NFPA objective. This sheet will serve as the permanent record for the practical skills testing of the Safety officer. This sheet should be used for the evaluation of the student; however, the Evaluator should refer to the IDHS Practical Skills Book and NFPA standards for additional guidance on the proper completion of the demonstrated skill. REMEMBER: A skill may not be evaluated by the instructor who taught that skill. REPORT ANY ERRORS OR PROBLEMS TO THE IDHS CERTIFICATION SECTION 1-800-666-7784.

### LEAD EVALUATOR CERTIFICATION OF SKILLS

I certify that the student identified on this form has successfully completed all practical skills listed. Falsification of this information may result in disciplinary action against the Instructor or Evaluator by the Board of Fire Fighter Personnel Standards and Education.

Name		Signature	
PSID Number		Date Signed	